

**ASSISTANT POLICE CHIEF  
STUDY GUIDE**

A written examination for the class of **ASSISTANT POLICE CHIEF** to be administered in **HAMMOND** on **FEBRUARY 7, 2008**, will consist of approximately 140 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>POLICE ADMINISTRATION</b>  Knowledge of the principles of effective police service management and administration, involving management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; and personnel management, including applicable provisions of civil service law.	23.6%
<b>FINANCIAL MANAGEMENT</b>  Knowledge of the financial management and planning processes of a public agency, including budget preparation, bookkeeping procedures, and overseeing the expenditure of budgeted funds.	8.6%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.	8.6%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	15.0%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	8.6%

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>PATROL/GENERAL LAW ENFORCEMENT MANAGEMENT</b>  Knowledge of the management of patrol practices and general law enforcement procedures, including responding to and handling crimes in progress, arrest procedures, the use of firearms, and laws governing these procedures.	6.4%
<b>CRIMINAL INVESTIGATION MANAGEMENT</b>  Knowledge of the management of operations involved in investigating crimes against persons or property, including identifying elements which constitute the various crimes; identification, collection, and preservation of evidence; search and seizure; interview and interrogation; and applicable laws.	10.7%
<b>SPECIAL TACTICAL OPERATIONS MANAGEMENT</b>  Knowledge of the procedures for conducting special tactical operations such as crowd control situations, raids, snipers, hostage situations, bomb threats, and operations during natural disasters or catastrophic events.	7.9%
<b>JUVENILE OPERATIONS MANAGEMENT</b>  Knowledge of the laws and procedures governing the handling of juveniles and the investigation of crimes by and against juveniles, including situations involving neglect or abuse of juveniles.	6.4%
<b>JAIL OPERATION MANAGEMENT</b>  Knowledge of the procedures for managing a jail facility, including applicable laws, booking, maintenance of facility, caring for and maintaining control of prisoners, and directing facility personnel.	4.3%

### **REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### **PRIMARY REFERENCE MATERIAL**

**EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork**, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

**FUNDAMENTALS OF CRIMINAL INVESTIGATION**, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 6th ed., 1994.

**POLICE ADMINISTRATION**, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

**SUPERVISION OF POLICE PERSONNEL**, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

**LOCAL GOVERNMENT POLICE MANAGEMENT**, (Municipal Management Series), International City Management Association (ICMA), 1120 G St., N.W., Washington, DC 20005, 4th ed., 2003.

**PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:**

**THE LOUISIANA HANDBOOK OF STATUTORY CRIMINAL LAW AND PROCEDURE**, West Publishing Company, is published annually and presents, in a single volume, the text of the following laws:

**LOUISIANA CHILDREN'S CODE**, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

**BUSINESS COMMUNICATIONS**, Dumont, Raymond A., and Lannon, John M., Little, Brown and Company, 34 Deacon Street, Boston MA 02108, 2nd ed., 1987.

**EFFECTIVE PUBLIC RELATIONS**, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., Englewood Cliffs, NJ 07632, 8th ed., 2000.

**POLICE FIELD OPERATIONS**, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 7th ed., 2007.

**JAIL OFFICER'S TRAINING MANUAL**, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 15th printing, 1990.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.